

To: weiss, donna[weiss.donna@epa.gov]
Cc: Armstead, John A.[Armstead.John@epa.gov]
From: Libertz, Catherine
Sent: Mon 1/27/2014 2:13:06 PM
Subject: PLEASE READ FW: Action Needed- Freedom Industries Chemical Spill FOIA Requests

Hi, Donna. I did not realize that this request didn't go to the Divisional FOIA coordinators. There shouldn't be much from LCD other than emails belonging to John A., me and Ken Cox, but we need to check around just in case.

Thanks,

Cathy

From: schaffer, joan
Sent: Monday, January 27, 2014 7:17 AM
To: R3 DIRECTORS; R3 Deputies
Cc: Tate, Rita; Fritz, Frank
Subject: FW: Action Needed- Freedom Industries Chemical Spill FOIA Requests
Importance: High

Directors and Deputies,

A little over a week ago, Helen Duteau sent the email below requesting information related to the Freedom Industries Chemical Spill FOIA requests. As a result of the holiday last Monday, the early dismissal on Tuesday and the administrative leave on Wednesday due to the inclement weather conditions, I'm sure you didn't have much time to pull the requested information together.

Would you please take another look at the email below and canvass your employees today. All that is being requested at this time are the following:

- an estimate of the number of employees with responsive documents, and
- the volume of those documents.

Please reply to this email with one response per division and copy Rita and Frank.

Thank you for your cooperation.

joan

Joan T. Schafer, Acting Director

EPA Office of Public Affairs

1650 Arch Street

Philadelphia, PA 19103

215-814-5143 (ph)

215-814-5102

From: Tate, Rita

Sent: Friday, January 24, 2014 2:56 PM

To: schaffer, joan

Cc: Fritz, Frank

Subject: FW: Action Needed- Freedom Industries Chemical Spill FOIA Requests

Importance: High

Hi Joan, Below is an email that Helen sent out last week to the Deputies regarding the Freedom Spill FOIA Response. At this point, we haven't gotten many responses from the Divisions and with the Holiday and the inclement weather closures, Frank Fritz thought it a good idea to resend the message early Monday morning asking for a response by Tuesday 1/28. I'm planning to be in the office on Monday morning so we can discuss then.

To: R3 Deputies

Cc: Tate, Rita; Fritz, Frank

Rita Tate

Office of Public Affairs (3PA00)

U.S. Environmental Protection Agency

1650 Arch Street

Philadelphia, PA 19103

215-814-3424 (Office)

215-814-5108 (Fax)

From: duteau, helen

Sent: Friday, January 17, 2014 11:26 AM

To: R3 Deputies

Cc: Tate, Rita; Fritz, Frank

Subject: Action Needed- Freedom Industries Chemical Spill FOIA Requests

Importance: High

Dear Deputy Division Directors,

Please forward this message to your divisions and ask them to respond to you. Please screen the responses to estimate (1) the number of employees with responsive documents and (2) the volume of documents. **Then send the estimated number of employees and volume to Rita Tate by Tuesday, January 28.** We will determine the most efficient way to collect the documents once we have those estimates. Questions? Ask Rita Tate (x3424) or Frank Fritz (x2664). Thank you for your assistance in this important matter.

Message to Division:

Do you have documents related to the Charleston WV Chemical Spill or Freedom Industries, Inc.?

We have received at least two requests under FOIA for documents related to the

Charleston WV Chemical Spill from the Freedom Industries, Inc. facility (formerly the Pennzoil refinery).

Please respond to this email **by Wednesday, January 22** and state whether you have any documents related to:

- ☐ ☐ ☐ ☐ ☐ ☐ the Charleston WV Chemical Spill
- ☐ ☐ ☐ ☐ ☐ ☐ Freedom Industries Inc.

Please briefly describe the kinds of documents you have. This includes email, email attachments, hard copies, electronic documents like Word or Excel files, databases, etc.

Preserve all these documents; do not delete, destroy or discard

EPA has an obligation to ensure that material responsive to these FOIAs is not deleted, destroyed, or discarded.

The Region hopes to streamline the process for responding to Charleston WV Chemical Spill FOIAs by collecting and consolidating the Region's information into one or more electronic or hardcopy repositories. We are asking for your cooperation in this effort.

Again, to help assure the we fulfill our obligations in our data collection and FOIA response efforts, **you should not delete, destroy or discard any e-mails, e-mail attachments, electronic files, papers (including handwritten notes) or other documents related to the Charleston WV Chemical Spill or Freedom Industries, Inc.**

Helen DuTeau, Acting Director

Office of Public Affairs

U.S. EPA Region 3

1650 Arch St. (3PA00)

Philadelphia, PA 19103

(215) 814-5521 (office)

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